JOE OPENING
The Graduate School at Washington State University (WSU) is seeking a Graduate Research Assistant (Ph.D. candidate) who will play an integral role in managing communications for the Graduate School.

The position requires 20 hours/week (.50 FTE) for the Fall 2020 semester, and we hope to continue the position through the Spring and Summer 2021 semesters. The Graduate School will begin reviewing applications from September 25 until October 23, 2020, and the position will remain open until filled.

COMPENSATION
The stipend level for this assistantship is Step 42, which for the 2020-21 academic year is $1909 per month (based on enrollment in doctoral program, qualifications and experience). Health insurance is included. The position includes a tuition waiver, which does not include mandatory student fees, books, living expenses, or other costs.

HOURS
20 hours/week in Graduate School office French Administration Building 346.

FOCUS AREAS
The Graduate Research Assistant will report to the Communications Coordinator and be responsible for creating content for newsletters, websites, stories, and social media.

JOB DUTIES
- Maintain job listings content on Grad School website; edit other websites as directed
- Help manage Graduate School email campaign content
- Interview students and write stories for news outlets and Graduate School website
- Help plan and deliver graduate student events, such as new student orientation, professional development opportunities, and other Graduate School functions
- Assemble content for weekly Friday Focus newsletter for graduate students
- Create PowerPoint presentations
- Audit website
- Other duties as assigned

REQUIRED QUALIFICATIONS
- Full-time enrollment in a doctoral program at Washington State University-Pullman
- Strong written and oral communication skills
- Ability to work congenially with others in a team environment
- Ability to work independently to create and deliver content
- Create and attend Zoom meetings

PREFERRED QUALIFICATIONS
- Graduate studies in communication, education, business, English, or related fields
- Experience with Word Press and Customer Relations Management (CRM) tools
- Experience managing social media, including Twitter, Facebook and Instagram
- Experience interviewing students, writing stories, and collaborating with an editor

CLOSING DATE
Applications accepted until October 23

APPLICATION INFORMATION
Please submit cover letter, resume, and any supporting documentation to Cindy Hollenbeck cjhollenbeck@wsu.edu, Communications Coordinator at the Graduate School